

**HUMAN RESOURCES SPECIALIST
(CLASSIFICATION/RECRUITMENT/PLACEMENT)
GS-201**

This series covers two-grade interval administrative positions that manage, supervise, administer, advise on or deliver human resources management products or services. This series includes the following specialties: Classification - work that involves position evaluation, establishing and maintaining a position classification program to determine appropriate pay system, occupational grouping, title and grade of positions, and advising on position and organization design; and Recruitment and Placement – work that involves recruiting, examining, selecting and placing employees, performing job analysis, workforce planning and analysis, and advising management in identifying, attracting, and retaining a high-quality and diverse workforce that is capable of accomplishing the organization's mission.

HUMAN RESOURCES SPECIALIST – ENTRY LEVEL

Competencies	Developmental Areas	Training Resources and Developmental Recommendations
<p>Knowledge of OPM, USDA, ARS, and delegated examining authority rules, regulations, and policies.</p> <p>Knowledge of position classification.</p> <p>Ability to process personnel actions.</p> <p>Skill in both oral and written communications.</p> <p>Skill in using personal computers.</p>	<p>Communications Management</p> <p>Human Resource Management</p> <p>Systems/Technology Management</p>	<p><u>TRAINING RESOURCES:</u></p> <p>Basic Communication Skills Fred Pryor Seminars SMART Center USDA Graduate School</p> <p>Clear Writing Through Critical Thinking Management Concepts, Inc. USDA Graduate School</p> <p>Basic Processing of Personnel Actions; Basic Pay Setting Training; Basic Position Classification; Basic Position Management; and Basic Staffing and Placement USDA Graduate School</p> <p>RPES Familiarization In-House Training (Human Resources Division/Location)</p> <p>Qualification Standards for GS positions In-House training (Human Resources Division/Location)</p> <p>Workplace Violence and Ethics Training In-House Training (Human Resources Division/Location)</p> <p>Civil Rights In-House Training (Equal Employment Opportunity Office)</p> <p>WordPerfect and GroupWise In-House Training (Information Technology Division)</p> <p><u>DEVELOPMENTAL RECOMMENDATIONS:</u></p> <p>Planning for Career Advancement Shadow a Senior Human Resources Specialist View selfstudy videos on Staffing and Classification</p>

HUMAN RESOURCES SPECIALIST – INTERMEDIATE LEVEL

Competencies	Developmental Areas	Training Resources and Developmental Recommendations
<p>Knowledge of OPM, USDA, ARS, and delegated examining authority rules, regulations, and policies.</p> <p>Knowledge of Special Employment Programs.</p> <p>Knowledge of REE organizational structure, programs, and occupations.</p> <p>Skill in processing personnel actions.</p> <p>Skill in both oral and written communications.</p> <p>Skill and proficiency with personal computers.</p>	<p>Administrative Management</p> <p>Communications Management</p> <p>Human Resource Management</p> <p>Systems/Technology Management</p>	<p><u>TRAINING RESOURCES:</u></p> <p>Administrative Management Training In-House Training (Human Resources Division/Location)</p> <p>Communicating for Results; Clear Writing Through Critical Thinking; Effective Communication with Customers; Intermediate Business Writing; and Interpersonal Communications Management Concepts USDA Graduate School</p> <p>Job Analysis and KSA Examining; Qualifications Analysis Workshop; Processing Personnel Actions; and Qualifications Standards for GS/WG Positions USDA Graduate School</p> <p>New Panelist RPES Training In-House Training (Human Resources Division/Location)</p> <p>Civil Rights In-House Training (Equal Employment Opportunity Office)</p> <p>Workplace Violence and Ethics Training In-House Training (Human Resources Division/Location)</p> <p>Windows 95 In-House Training (Information Technology Division)</p> <p><u>DEVELOPMENTAL RECOMMENDATIONS:</u></p> <p>Gain knowledge of Special Employment Programs Shadow a Human Resources Specialist on special or progressively complex projects Review selfstudy videos on staffing and classification</p>

HUMAN RESOURCES SPECIALIST – ADVANCED LEVEL

Competencies	Developmental Areas	Training Resources and Developmental Recommendations
<p>Knowledge of OPM, USDA, ARS, and delegated examining authority rules, regulations, and policies.</p> <p>Skill in processing personnel actions.</p> <p>Knowledge of Special Employment Programs.</p> <p>Skill in organization analysis.</p> <p>Knowledge of REE organizational structure, programs, and occupations.</p> <p>Skill in both oral and written communications.</p> <p>Skill and proficiency with personal computers.</p>	<p>Human Resource Management</p> <p>Systems/Technology Management</p>	<p><u>TRAINING RESOURCES:</u></p> <p>Advanced Position Classification; Advanced Staffing; Advanced Employee Relations; Job Analysis and KSA Examining Course; Qualifications Analysis Workshop; and Organizational Development USDA Graduate School</p> <p>Civil Rights In-House Training (Equal Employment Opportunity Office)</p> <p>Workplace Violence and Ethics Training In-House Training (Human Resources Division/Location)</p> <p><u>DEVELOPMENTAL RECOMMENDATIONS:</u></p> <p>Detail assignment in another Human Resource discipline such as Employee Relations or Employee Development. Consider supervisory training</p>